



SCHOOL FINANCE MEMORANDUM 16-015

State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: September 15, 2015

SUBJECT: School Finance Updates

SAIS Updates

1) SDER Application Now Available

The School District Employee Report (SDER) On-Line Application is currently available and ready to accept employee data. This application is accessible through [Common Logon](#). Note that you must submit your SDER by 4:30 p.m. on October 15. If you have any questions about your SDER, please contact your [LEA Account Analyst](#).

2) Charter Estimated Counts

If your charter reached its 40th day by September 15 2015, your October 1, 2015 state aid payment will be based on ADM reported within SAIS. If the 40th day was not reached, payment will be based on estimated counts.

If your Charter has reached 40th day, as of October 2, 2015, your payment for November 02, 2015 will be based on ADM reported within SAIS. If your charter has not reached 40th day, your payments are based on estimated counts. It is the charter school's responsibility to request that a window be opened in to make changes to estimated counts. **A window will only be opened by request.** The school name and CTDS number should be submitted via e-mail to the LEA Account Analyst and a window will be opened in the appropriate time- frame (generally early in the month before the next payment is calculated).

For Payment Date:	Estimated Counts Submission START DATE	Estimated Counts Submission DEADLINE (by 4:30 p.m.)
November 2, 2015*	Paid on SAIS 40th day ADM, unless Charter Holder has not reached the 40th day of school.	October 2, 2015 by 4:30 p.m.

3) **LEA Calendar Submission**

If you have not submitted and activated your FY 2015 calendar, the deadline has passed. In order for you to enter your calendar online via the LEA Calendar application within Common Logon, you will need to fill out a Calendar Change Request Form for each CTDS number and calendar track that needs updating. Follow these steps: <http://www.azed.gov/finance/files/2011/11/calendarchangerequest1.pdf>

- Select your LEA Account Analyst in the dropdown
- Click the “E-MAIL FORM” button
- The request will be emailed to your analyst upon completion of the form.
- Find your Account Analyst here.
<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Calendars must be submitted and activated prior to charter schools receiving equalization payments. Active calendars are also required in order for students to pass integrity within SAIS, and therefore to generate 40th or 100th day ADM.

3) **FY 2016 System of Record**

SAIS will be the system of record for FY 2016. All state funding will be based on the data in SAIS and reports available through Student Detail Data Interchange (SDDI) and Student Detail Reports (SDR), both accessible from [Common Logon](#).

4) **Dropout Recovery and Grand Canyon Diploma Data Reporting**

Dropout Recovery (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as used in FY 2015. The data required for these two programs is being added to AzEDS. Submission of GCD and DRP data will be possible in AzEDS during FY 2016 for testing purposes only. Data submitted into AzEDS will not be transferred to SAIS for FY2016. DRP student data submissions and state funding will remain the same for FY 2016 as it has in past fiscal years.

5) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum. A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports after Aggregation : ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You may also contact your [Account Analyst](#) for additional guidance and support.

Payment Updates

6) K-3 Funding

The funding has been released to eligible districts and charters starting with the August 1st payment. (See your APOR55-1 or CHAR55-1). To be eligible: must be either letter A or B district/charter **and** the 3rd grade far below reading level is less than 10%.

7) State Aid Rollover

Pursuant to SB 1469 Sec 139, the Arizona Department of Education shall defer, until July 2, 2016 but no later than July 12, 2016, \$930,727,700 of the basic state aid and additional state aid payment that otherwise would be apportioned to school districts during fiscal year 2015-2016. The FY2016 rollover amounts have been included in the August 1 payment APOR64-1. These amounts will be adjusted later this year.

8) Fiscal Year 2015 State wide Re-calculation

The Fiscal Year 2015 Statewide Recalculation has been completed. This is based on data submitted by June 30, 2015 (brick and mortar) and July 15, 2015 (AOI). Positive payment adjustments will be included in the FY 2016 September payment by APOR/CHAR 64-1 report as the lump sum adjustment. Negative payment adjustments will be taken over the entire fiscal year, beginning with the October 1 payment; with 3/12ths taken in October and 1/12th each payment thereafter. Hardship applications are available if a district/charter needs to spread the adjustment out over two fiscal years instead of one. **In an approved hardship situation, a minimum of 75% must be taken back in FY 2016 and the balance will be taken in FY 2017.** The Hardship Application may be found [here](#).

9) Preliminary FY2016 DAA Reductions

Preliminary FY2016 DAA Reductions have been calculated. A list may be found under Hot Topics [here](#). Preliminary DAA reductions will be included in the September 1, 2015 APOR payment.

Budgets Updates

10) FY 2016 September BUDG25 Reports Are Posted

The FY 2016 September BUDG25 reports are posted and include values from the September 1, 2015 APOR and any FY 2016 budget revisions successfully uploaded and processed as of August 27th. To

download and review a specific entity BUDG25 report, make the district name selection after clicking [here](#). Please see [HOT TOPIC](#) for additional details and remainders.

General Updates

11) Email Distribution

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email schoolfinance@azed.gov or call Barb Axe @ 602-542-8248.

12) School Finance Hot Topics:

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

13) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to enterprise@azed.gov. Charters must ensure changes are first approved through the Charter Board.

14) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email schoolfinance@azed.gov
- 2) **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- 3) **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov

- 4) **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .
- 5) **Other Areas within ADE:**

❖ **Title I, Maintenance of Effort, Stephanie Washington**

Stephanie.Washington@azed.gov, Education Program Specialist

Tel: (602) 542-7466

❖ **ESS, Maintenance of Effort,** ESSFunding@azed.gov, 602-542-3851

❖ **ADE Support,** 602-542-7378 or 1-866-577-9636

❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.